

MINUTES
POLICE AND FIRE COMMISSION
Thursday, March 3, 2016
City Hall, Room 310
12:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Barbara Dorff and Nancy Schopf

MEMBERS EXCUSED: Commissioner Justin Mallett

OTHERS PRESENT: Police Chief Andrew Smith, Fire Chief David Litton, HR Generalist Jen Smits

1. Roll call.

The meeting was called to order at 12:00 p.m. by President Goldhahn. Roll call was taken. Comm. Mallet was excused.

2. Approval of the minutes from the meeting of the Police and Fire Commission held February 4, 2016.

President Goldhahn requested a motion to approve the meeting minutes as submitted. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

3. President's Report.

President Goldhahn thanked those commissioners who attended the kickoff ceremony to welcome new recruits to the academy. He confirmed that there is still time for others to attend segments of the academy.

4. Communications.

- a. Budget Status Report**
- b. Budget Spreadsheet**

President Goldhahn noted that budget items are related to recruiting, medical and psychological examinations and testing, and asked for a motion to receive as provided.

Motion made by Comm. Schopf, seconded by Comm. Dorff to receive and place on file the Budget Status Report and the Budget Spreadsheet. Motion carried.

5. Approval of the 2016 Fox Valley Technical College Regional Fire Fighter hiring process.

President Goldhahn recommended approval of the proposal for the 2016 Fire Fighter recruitment process.

Motion made by Comm. Dorff, second by Comm. Nelson to approve. Motion carried.

6. Review of Police and Fire Commission By-Laws with possible modification.

Changes to the Police & Fire Commission By-Laws were discussed. Comm. Nelson expressed concern with Article III – Officers, Section 2 related to Election and Term of Office of the President and Vice-President. The by-laws currently state that “The President and Vice-President shall be elected for two (2) year terms and limited to two (2) consecutive terms (unless filling a vacant term). Election of officers shall be done by verbal agreement.” Nelson asked that the above underlined language be deleted.

President Goldhahn recommended that this request be added to the April agenda for further discussion and action.

7. Report from the Chiefs.

Fire Chief Litton highlighted the following activities during the last reporting period:

- New recruits in the academy will graduate Friday, May 13, 2016 at 5 p.m. Location to be determined.
- Sarah Cooper, female firefighter on the department for 2 years, has been approached by UW-Oshkosh to be a mentor for female high school students interested in firefighting. A 72 hour program will be held in July of this year with approximately 100 females expected to attend. Chief Litton indicated this program is an attempt to reach a broader group of potential candidates.

Police Chief Smith highlighted the following department activities:

- Contract negotiations continue with the Professional Police Association.
- Three committees have been created to:
 - o Study/develop a strategic plan to cover the next 20 years
 - o Study the department organizational chart for efficiency and effectiveness
 - o Work on new building project. An RFP will go out shortly to determine standards for a new building
- A department wide inspection will be held on Saturday, May 14th, at which time a department photo will be taken. Families and the public will be invited to several activities including a SWAT team and canine demonstration, photos with officers and police cars, lunch, etc.
- Alcohol Program – After the recent double fatality, it has been suggested that the department develop a strategy/solution to address the drinking and driving culture in the city. Some ideas that will be reviewed include better law enforcement and promotion of UBER/taxi use.
- The Skateboard Police Officer has broken his wrist after slipping and falling on ice.
- Remarks regarding recent robbery at a local BP gas station.

Commissioner Dorff asked about department policy updates. Chief Smith indicated that two Captains have been assigned to review and discuss changes to policy. Several changes have been suggested, one being to allow new officers that are off-duty to carry a firearm after they have been field certified. Chief Smith made this change after realizing that private citizens are able to carry after only 4 hours of training offered by Cabela's. All suggested changes will be implemented after review by officers. Chief Smith indicated that he plans to assign issues of alcohol, policy, etc. as ancillary duties for Captains.

Chief Smith also addressed out-of-state travel, noting that recently two Lieutenants were sent to Texas to conduct a background investigation on a potential candidate. The cost included a round trip ticket (\$245) plus hotel and rental car expenses. Chief Smith indicated the background investigations are a valuable tool when considering an individual for hire. He understands that the Personnel Committee had some questions about this expenditure. Chief Smith stated he would not want to eliminate an individual because of the cost of travel to another state, noting that a good hire can last for 30 years. The general consensus of the Commission was to agree.

Chief Smith reported that a department Captain will be traveling to an NFL meeting regarding security. Expenses will be paid by the NFL.

- 8. Review of Patrol Officer Candidates.** The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.

President Goldhahn read the closed session statement. A motion was made by Comm. Dorff with a second by Comm. Schopf to go into closed session. Motion carried.

Motion made by Comm. Schopf, second by Comm. Dorff to return to regular order of business. Motion carried.

Out of closed session, President Goldhahn reported that three candidates were reviewed during the closed session, two of whom have asked to be removed from the hiring process. A third candidate will be kept in the hiring process.

Motion made by Comm. Dorff, second by Comm. Nelson to approve. Motion carried.

9. Bills.

President Goldhahn requested a motion to approve the bills, one for a new hire drug screening, and one for a new hire evaluation.

Motion made by Comm. Dorff, second by Comm. Nelson. Motion carried.

10. Set date of next meeting.

The next meeting will be held on Thursday, April 7, at 3:00 p.m. in Room 310.

With no other items on the agenda, President Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

The meeting adjourned at 12:36 p.m.

Respectfully submitted,

Rae G. Knippel, Recording Secretary

APPROVED: _____
Rod Goldhahn, President